

N00204.AR.005314
NAS PENSACOLA
5090.3a

LETTER REGARDING NAVY REQUEST FOR CONTRACT TASK ORDER WITH ATTACHED
STATEMENT OF WORK NUMBER 29 NAS PENSACOLA FL
4/6/1992
U S NAVY



DEPARTMENT OF THE NAVY

SOUTHERN DIVISION

NAVAL FACILITIES ENGINEERING COMMAND

2155 EAGLE DR., P. O. BOX 10068

CHARLESTON, S. C. 29411-0068

PLEASE ADDRESS REPLY TO THE
COMMANDING OFFICER, NOT TO
THE SIGNER OF THIS LETTER.
REFER TO:

4330

Code 0232PO

89-D-0318

6 Apr 1992

EnSafe/Allen & Hoshall
5720 Summer Trees Dr., Suite 8
Memphis, TN 38134

CONTRACT N62467-89-D-0318, COST PLUS AWARD FEE CONTRACT FOR COMPREHENSIVE LONG-TERM ENVIRONMENTAL ACTION, NAVY (C.L.E.A.N.) DISTRICT II; IMPELEMENTATION OF FINAL RI/FS WORKPLAN FOR OU-10, GROUP O, PSC SITES 32, 33, AND 35, NAVAL AIR STATION (NAS) PENSACOLA, FL.

Gentlemen:

In accordance with the terms of the subject contract, the Government wishes to place a Contract Task Order (CTO). The required services for this CTO are stated in enclosure (1), Statement of Work #29 dated 27 March 1992.

Upon receipt of this letter, please contact the Engineer-in-Charge, Ms. Suzanne Sanborn at (803) 743-0574 to schedule a site visit. You should submit a Site Visit Report, Plan of Action and Cost Proposal to this office, Attn: Priscilla Olson, Code 0232PO. This CTO is scheduled for awarded prior to 16 June 1992. In order to meet this schedule it will be necessary for your POA and proposed budget to reach this office no later than 18 May 1992.

This project will be funded by DERA funds. Therefore, all costs related to preparation of the cost proposal shall be charged to the Program Management Office (PMO) as established in CTO 0031.

In accordance with the Truth in Negotiations Act, please complete and return Standard Form 1411, Contract Pricing Proposal Cover Sheet for any proposal of \$500,000 or greater.

You are reminded that this letter does not constitute authority to proceed with any work specified in the statement of work other than the site visit and preparation of the cost proposal. Issuance of a CTO is dependent upon the successful completion of negotiations. In the unlikely event that these negotiations are unsuccessful, the Government cannot be held liable for any expenses incurred by your firm for items other than those previously negotiated under CTO 0031 (PMO)

RELEASE OF INFORMATION. Southern Division, Naval Facilities Engineering Command is the releasing authority for all information/documents regarding projects contracted out to private firms. Therefore, the contractor or any contractor personnel shall obtain approval before publicizing, discussing, or releasing any documents or information concerning this or any other project with anyone other than Government personnel associated with the project in question.

Please direct any inquiries to Priscilla Olson, Code 0233PO, at (803) 743-0916.

Robert J. Meddick
Head, Environmental
Contracts Br
Contracting Officer

Enclosures:

(1) Statement of Work

Copy to:

Installation Restoration (IR) Facility Coordinator
Mr. Ron Joyner
Building 1754
NAS, Pensacola, FL 32508

FOR OFFICIAL USE ONLY
JOB ORDER NUMBER D5E852

MARCH 27, 1992
Code 18211

DEPARTMENT OF THE NAVY
SOUTHERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
2155 EAGLE DRIVE, P.O. BOX 10068
CHARLESTON, SOUTH CAROLINA
29411-0068

STATEMENT OF WORK CONTRACT
N62467-89-D-0318 Sow #29

Section 1.0- Project Description and Background

1.1 The project is located at the Naval Air Station (NAS) Pensacola, Pensacola, Florida.

1.2 The purpose of this CTO is to implement the Final RI/FS Workplan for OU-10; Group O, PSC Sites 32, 33, and 35 on the NAS Pensacola, Pensacola, Florida complex which has been prepared by Ecology & Environment, Inc. by performing investigative efforts identified in Final RI/FS Workplan and supporting documents. The investigative efforts performed will identify the nature and extent of contamination at NAS Pensacola, and used to develop and evaluate all remedial alternatives, as appropriate. This investigative must be performed in a timely manner in accordance with the FFA Site Management Plan (SMP).

1.3 NAS Pensacola was placed on the National Priorities List (NPL) on December 1989. As a result of this listing, a Federal Facilities Agreement (FFA) has been negotiated between the EPA, FDER, and the Department of the Navy. The Navy's obligation to fulfill many of the requirements of the FFA are directly impacted by the contractor's performance.

1.4 Hazardous Waste Facility Permit Number HF17-170951 dated September 20, 1991 requires post-closure activities at the regulated units (sludge drying beds and surge pond) at the IWTP (Industrial Wastewater Treatment Plant). A compliance monitoring and corrective action program are currently being conducted at the IWTP.

Section 2.0- Scope of Work:

2.1. Scope of Work: This CTO involves the implementation of the Phase I & II fieldwork efforts specified in the Approved Final RI/FS Workplan for OU-10; Group O: PSC sites 32, 33, and 35 for the Contamination Assessment/ Remedial Activities Investigations at NAS Pensacola. This workplan has been reviewed by the TRC/RPM and comments responded to in the RPM meeting conducted on January 13-14, 1992 in Atlanta, Georgia. In addition to requirements outlined in the workplan, work in this CTO shall include those work elements pertaining to the RI/FS process for this site.

2.2. Specific Conditions:

2.2.1. The contractor shall provide with his fee proposal, a schedule outlining tasks to be performed each week in accomplishing the work. This schedule shall be updated monthly and submitted to the EIC with the monthly progress reports as discussed below. The contractor shall verbally notify the EIC immediately, and then follow-up with written notification of any deviation from the project schedule or the Final Approved Workplan.

2.2.2. Throughout the duration of this work the contractor shall provide written monthly progress reports describing actions which have taken place during the previous month and activities scheduled to take place updated and submitted with this report.

2.2.3. The contractor shall be responsible for obtaining all utility clearances from the proper authorities prior to beginning any drilling or excavation work. The contractor shall prepare and submit all well drilling and construction permits. Well completion reports for permanent monitoring wells will be submitted to the EIC. These well location shall be properly surveyed.

2.2.4. Field sampling data (i.e., geophysical measurements, air monitoring, and radiation detection readings) and all laboratory analytical data shall be stored in DBASE III format/and EPA required format on IBM compatible 5" floppy diskettes. Two copies of the diskettes shall be submitted to the EIC after data validation.

2.2.5. The contractor shall submit a draft Memorandum of the Data Results and then a Draft Interim Data Report within 15 and 60 calendar days of the completion of the field sampling (one copy to EIC and twenty-five copies to the activity). The contractor shall submit the Draft/Final Report (one copy to EIC and 25 copies to the activity) within 30 days of receipt of comments from the RPM/TRC/EIC/Activity. The contractor shall respond to all comments on the Draft, and Draft/Final Report within 15 days of receipt of comments and prepare revisions for the submittal of the Final Report (same copies).

2.2.6. The contractor's field manager(s) shall keep detailed notes documenting field conditions, sampling procedures, decontamination procedures, and other pertinent field data. Notes shall be kept in glue-bound log books with numbered pages. Copies of the field notes shall be included in the validation package for the RI/FS Reports. The original log books shall be submitted to the EIC for inclusion in the Administrative Record.

Section 3.0- Implementation Plan/Project Planning

3.1. Work Element 1: Project Schedules and Progress Reports

3.1.1. The contractor shall provide monthly progress reports describing actions which have taken place during the previous month and activities schedules to take place during the following month. The reports shall identify any anticipated delays in meeting times schedules, reason(s) for the delay, and actions taken to prevent or mitigate the delay. The overall project schedule shall be updated and submitted.

3.2. Work Element 2: Review Existing Information

3.2.1. The contractor shall be familiar with the history and current status of the Installation Restoration (IR) Program at NAS Pensacola through the review of existing reports, studies, maps, lab analyses, and other relevant documents as they pertain to the OU-10; Group O; PSC Sites 32, 33, and 35. This work shall begin upon award of this CTO.

3.2.2. Visits to NAS Pensacola will be required (date to be determined). The visit shall be for the following purposes:

3.2.2.1. Contractor shall plan visits so all work required under Section 2 can be accomplished with minimum travel costs.

3.2.2.2. The contractor shall attend two Technical Review Committee (TRC) meeting and three Remedial Project Managers meetings at the NAS Pensacola. The meetings will be for the presentation and discussion of the results for the RI/FS Phase I & II field work efforts (additional meeting may need to be negotiated as the project proceeds through the RI/FS process- dates to be determined for the meetings). The contractor shall tape record and provide thorough written transcript minutes for each of the meetings held and attended.

Section 4.0- Project Plans

4.1. All plans are required to meet the EPA, FDER, and Navy approval and must meet EPA, FDER, Navy, and NCP requirements and regulations.

4.2. Work Element 3- Final RI Report

4.2.1. Implement the prepared the RI/FS (Phase I & II) Workplan, conduct fieldwork, prepare the Final RI Report, the Final Baseline Risk Assessment Report, and the Final Feasibility Study Report for OU 10; Group O; PSC sites 32, 33, and 35 in accordance with the NCP, and current EPA (and ETAG), FDER, FDNR, NOAA, Navy, and any other pertinent guidances (i.e., Fish and Wildlife Services, etc.) and regulations.

The Final RI Report shall include at the minimum the following:

- Executive Summary
- Introduction - Site Background and Setting
- Physical Characteristics of Important Surface Features
- Characteristics or Classification of Air, Surface Water, and Ground Water
- General Characteristics of Waste Including Quantity, State, Concentration, Toxicity, Propensity to Bioaccumulate, Persistence, and Mobility
- Nature and Extent of Contamination
- Actual and Potential Exposure Pathways Through the Environment
- Actual and Potential Exposure Routes, for example, Inhalation and Ingestion
- Sensitive Populations
- Identify ARAR's
- Site Specific Baseline Assessment
- Quality Assurance/Quality Control Program
- Summary and Conclusions

The Final FS Report shall include at the minimum the following:

- Executive Summary
- Brief Summary of the Remedial Alternatives
- Identification and Discussion of the Rationale Supporting Alternatives
- Summary of any Comments Received from Support Agency
- Summary Explanation of any Proposed Waiver from an ARAR

The Final Baseline Risk Assessment shall include at the minimum the following:

- Executive Summary
- Contaminant Identification
- Exposure Assessment
- Toxicity Assessment
- Risk Characterization

4.3. Work Element 4- Health and Safety Plan (HASP)

4.3.1. The contractor shall have generic HASP and a site specific HASP already prepared for the whole base to address hazards that the investigation may present to the investigation team and to the surrounding community. At a minimum, the HASP shall include the following:

- Names of Key Personnel
- Health and Safety Risk Analysis for existing site conditions and for each site task and operation
- Employee Training Requirements
- Description of Personnel Protective Equipment
- Medical Surveillance Requirements
- Frequency/types of air monitoring and personnel monitoring

- Site Control Measures
- Decontamination Procedures
- Standard Operating Procedures for the site
- A Contingency Plan (29 CFR 1910.120(1)(1) and (1)(2))

4.4. Work Element 5- Response to Comments

4.4.1. The contractor shall respond in writing to review comments submitted by Southern Division, NAS Pensacola, EPA, FDER, FDNR, NOAA or any other TRC member on documents as directed. Responses shall be coordinated and verified with Southern Division EIC before their dissemination and incorporation into reports. Responses to review comments shall be made within 15 days of receipt of review comments. Modifications to plans will be bold type or otherwise marked. EPA, FDER, and TRC comments shall be addressed separately and resulting changes marked in the reports.

4.5. Work Element 6- Final Reports

4.5.1. The contractor shall provide copies of all **Final** Reports on floppy diskettes as well as a hard copy(ies).

4.5.2 The contractor shall provide the laboratory data in the EPA approved format as specified by SOUTHDIV.

4.6. Work Element 7- Sampling and Analysis Plan (SAP)

4.6.1. The contractor shall have prepared a site specific SAP The SAP consists of two parts: (1) a Quality Assurance/Quality Control Project Plan that describes the policy, organization, functional activities, and quality assurance/quality control protocols necessary to achieve data quality objectives dictated by the intended use of the data, and (2) Field Sampling Plan that provides guidance for all fieldwork by defining in detail the sampling and data gathering methods to be used, if they are different in comparison to the E&E company (note: minor modifications may be required due to corporate policy, however, the changes shall be minor to an approved final RI/FS workplan- in order to decrease the amount of review/approval needed from EPA/FDER/NAVY due to transition of contractors). As a minimum, the site specific SAP should include the following:

Quality Assurance/Quality Control Project Plan

- Title Page
- Table of Contents
- Project Description
- Project Organization and Responsibilities
- QA/QC Objectives for Measurements
- Sampling Procedures
- Sample Custody
- Calibration Procedures
- Analytical Procedures
- Data Reduction, Validation, and Reporting

- Internal Quality Control
- Performance and System Audits
- Preventive Maintenance
- Corrective Actions
- Quality Assurance/Quality Control Reports

Field Sampling Plan (FSP)

- Site Background
- Sampling Objectives
- Sample Location and Frequency
- Sample Designation
- Sample Equipment and Procedures
- Sample Handling and Analyses

Section 5.0- Meetings

5.1. Work Element 8- Meetings

5.1.1. The contractor shall participate in TRC/RPM meetings. All meetings will be conducted at NAS Pensacola unless otherwise specified.

5.1.2. The contractor shall be thoroughly knowledgeable of all subject matter related to the project and shall be prepared to discuss and present all current and/or past activities related to the project.

5.1.3. The contractor shall record minutes of all meetings pertaining to OU 10 and distribute minutes to all attenders within 10 days. The Southern Division EIC shall review minutes prior to distribution.

Section 6- Special Instructions

6.1. Work Element 9- Special Instructions

6.1.1. The contractor shall not disclose any data resulting from actions in this contract unless authorized by the EIC. The contractor shall refer all press or public contacts to the activity point of contact, and shall notify the EIC.

6.1.2. The contractor shall review the FFA, FFA SMP, and notify all subcontractors of the existence of the FFA and the significance of project deadlines. All contractor representatives and subcontractors shall be advised of the location of the FFA for their review.

6.1.3. A schedule for all field work shall be coordinated with the activity representative, Mr. Ron Joyner, at (904) 452-4515. The contractor shall notify the EIC of this schedule as soon as it is decided.

6.1.4. The contractor shall be responsible for obtaining permissions and clearance from the appropriate station security personnel to enter, take photographs, and perform any necessary work.

6.1.5. The contractor shall prepare all reports according to Southern Division's "Report Format and Guidance Manual". In addition, all submittals must be signed and sealed by a professional engineer and/or geologist as appropriate and submitted in a 3-ring binder with the binder labels

6.1.6. All data materials and documents collected, purchased or prepared as part of this contract shall become the property of the U.S. Government at the completion of this contract.

6.1.7. A copy of all transmittal letters shall be forwarded to the EIC.

Section 7- Submittals

7.1. Work Element 10- Submittals

7.1.1. The contractor shall forward deliverables to the EIC and the activity point of contact as indicated on the following schedules matrix. It may be necessary to forward documents directly to agencies as required by deadlines and as directed. Draft, draft/final, and final documents shall be sent certified mail or federal express, as directed. Any documents forwarded directly to the agencies shall be approved by the EIC and NAS Pensacola, and shall be sent accompanied by a transmittal letter signed by NAS Pensacola.

SCHEDULE MATRIX

<u>Work Element</u>	<u>ref. para.</u>	<u>Submittal</u>	<u># of copies</u>		<u>Due Date</u>
			<u>EIC</u>	<u>ACT</u>	
Schedules and Progress Reports	2.2.1 3.1.1	monthly	2	2	14 days after beginning of each month
Receive and review existing documents	3.2				upon award
RI/FS Reports	4.0				
RI/FS Fieldwork and Reports	4.2.1	30%-	1	1	14 days
RI Report					
FS Report					
BRA Report					
-HASP	4.3	outline			after award of CTO
-Response to Comments	4.4				
-SAP- QA/QC	4.6	90%	1	2	15 days after 30% return
		Interim Draft	1	2	15 days after 90% return
		Draft	2	18	5 days after Interim Draft return
		Dft/final	2	18	45 days after receipt of Draft Comments
		Final	2	18	30 days

Floppy
Diskette

2

2

after
Dft/final
Comments &
Responses

Within 30
Days of
Submitting
Final

Meetings

Location

Date

Two (2) TRC Meetings

NAS Pensacola

TBD

Two (3) RPM Meetings

NAS Pensacola

TBD

Addresses:

Southern Division
Naval Facilities Engineering Command
Attn: Code 18211
2155 Eagle Drive
P.O. Box 10068
Charleston, South Carolina 29411-0068

Installation Restoration (IR) Facility Coordinator: Mr. Ron Joyner
Building 1754
Naval Air Station (NAS)
Pensacola, Florida 32508

U.S. Environmental Protection Agency (EPA)
Region IV
Waste Management Division
RCRA & Federal Facilities Branch (2nd floor)
Attn: Ms. Allison Drew
345 Courtland Street NE
Atlanta, Georgia 30365

- Florida Department of Environmental Regulation (FDER)
Federal Facilities Coordinator
Attn: Mr. Eric Nuzie
Twin Towers Office Building
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

TRC Mailing List